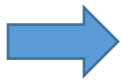


TIME TO RENEW

PLEASE READ ALL ONLINE RENEWAL INSTRUCTIONS BELOW BEFORE PROCEEDING

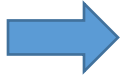


Online renewal is now available on the homepage of the KREAB website. www.kreab.ky.gov.



SUPERVISOR/ASSOCIATE PAGE ON RENEWAL APPLICATION

- When adding an Associate or Supervisor to this page you must click ADD after each name even if you are only adding one name. If you do not click **ADD** it will delete the name.



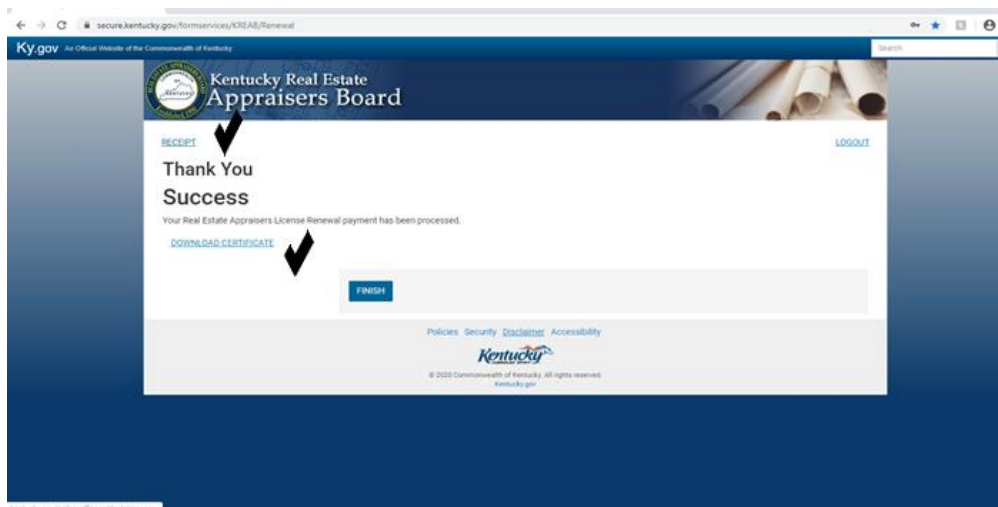
REVIEW PAGE

- Please review all information for this will be the information printed on your license certificate.
- Verify you have entered any Associates and/or Supervisor.



LAST PAGE/STEP

The last step of the online renewal process is to download and print your receipt and license certificate. The Board will not be mailing license certificates, please download the receipt and certificate before logging off the online application.
SEE BELOW



You may renew online from May 1, 2020 – June 30, 2020.

1. To log in you will need to your license/certification number and last four digits of your social security number.
2. Certified General, Certified Residential & Licensed Residential fee will be \$252.00. Associate renewal fee will be \$212.00. A service fee will be charged to renew online (\$2.00 for an ACH check or \$8.00 for a credit card).
3. The information on the renewal screen is prepopulated with the exact information that will be printed on the license certificate. If you make any changes, please make sure all information is spelled and capitalized correctly!

Error Messages you may receive when logging into the system

- We are sorry but you have not met the minimum CE requirements, and you are not eligible to renew at this time. If you receive this message, the Board has NOT received your CE certificates. You must email, fax or mail the certificates to the Board. You CANNOT renew online until the Board has received the certificates and added into the database. Again, you cannot upload the certificates on the renewal application they must be emailed, faxed or mailed.

- We are sorry. Your license number or Last 4 of SSN cannot be verified. Please try again. Do not use 000 in front of the license number then verify license number on the certificate. If you still receive message please contact board to verify we have the correct information.
- The attached list will reflect how many CE hours the Board has on file for each appraiser. If the list reflects, you have completed a minimum of 14 hours and 2020 National USPAP Update course you may renew online at any time until June 30, 2020. Education cannot be uploaded on the renewal application; the certificates must be:
 - 1) Emailed to Angie.Thomas@ky.gov, or
 - 2) Mailed: KREAB, 321 N. Madison Ave.,
[Richmond, KY 40475](#), or
 - 3) Faxed (859) 623-2598

Inactive Status ~ To request inactive status please complete the inactive status form, which is available on the KREAB website. (Associates are **not** eligible for inactive status)

Paper renewal form ~ To request a paper copy of the renewal form please contact the Board office. Angie.Thomas@ky.gov